**In the Judicial Committee  
of the Privy Council**

# Form 5 (Bill of Costs)

**If you have any questions about filling in this form please contact** [**costs@supremecourt.uk**](mailto:costs@supremecourt.uk)

## PART 1 - information about the case

### JCPC reference number

### Case title

### This bill of costs is filed on behalf of (name and party status)

### Paying party details (name and party status)

### Summary of JCPC proceedings and final decision

### Brief outline of proceedings in the lower courts

### Outline of funding arrangements

### **Fee earners and hourly rates**

|  |  |  |
| --- | --- | --- |
| Name | Grade | Hourly rate |
|  |  |  |
|  |  |  |
|  |  |  |

### **Counsel details**

|  |  |  |
| --- | --- | --- |
| **Name** | **Year of call** | **Year appointed QC** |
|  |  |  |
|  |  |  |

### Other useful information

### **VAT number if applicable**

## PART 2 - Work done at permission to appeal stage

### Counsel’s Fees

| Name and work done | Counsel’s fees | Other Disbursements | VAT |
| --- | --- | --- | --- |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

### Attendances on and communications with the court including fees paid and attendance at oral hearing

| Description/date etc | Profit Costs | Other Disbursements | VAT |
| --- | --- | --- | --- |
|  |  |  |  |
|  |  |  |  |
| 1. Number of routine letters/calls/emails out: |  |  |  |

### Attendances on and communications with counsel

| Description/date etc | Profit Costs | Other Disbursements | VAT |
| --- | --- | --- | --- |
|  |  |  |  |
|  |  |  |  |
| 1. Number of routine letters/calls/emails out: |  |  |  |

### Attendances on and communications with client

| Description/date etc | Profit Costs | Other Disbursements | VAT |
| --- | --- | --- | --- |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| 1. Number of routine letters/calls/emails out: |  |  |  |

### Attendances on and communications with opponent

| Description/date etc | Profit Costs | Other Disbursements | VAT |
| --- | --- | --- | --- |
|  |  |  |  |
|  |  |  |  |
| 1. Number of routine letters/calls/emails out: |  |  |  |

### Attendances on and communications with others (please specify)

| Description/date etc | Profit Costs | Other Disbursements | VAT |
| --- | --- | --- | --- |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

### Work done on documents – include individual fee earner totals below and complete Part 5B below with breakdown of hours claimed

| Description/date etc | Profit Costs | Other Disbursements | VAT |
| --- | --- | --- | --- |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

### Other work done/disbursements

| Description/date etc | Profit Costs | Other Disbursements | VAT |
| --- | --- | --- | --- |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

## PART 3 - Work done at appeal stage

### Counsel’s Fees

| Name and work done | Counsel’s fees | Other Disbursements | VAT |
| --- | --- | --- | --- |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

### Attendances on and communications with the court including fees paid and attendance at appeal hearing

| Description/date etc | Profit Costs | Other Disbursements | VAT |
| --- | --- | --- | --- |
|  |  |  |  |
|  |  |  |  |
| 1. Number of routine letters/calls/emails out: |  |  |  |

### Attendances on and communications with counsel

| Description/date etc | Profit Costs | Other Disbursements | VAT |
| --- | --- | --- | --- |
|  |  |  |  |
|  |  |  |  |
| 1. Number of routine letters/calls/emails out: |  |  |  |

### Attendances on and communications with client

| Description/date etc | Profit Costs | Other Disbursements | VAT |
| --- | --- | --- | --- |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| 1. Number of routine letters/calls/emails out: |  |  |  |

### Attendances on and communications with opponent

| Description/date etc | Profit Costs | Other Disbursements | VAT |
| --- | --- | --- | --- |
|  |  |  |  |
|  |  |  |  |
| 1. Number of routine letters/calls/emails out: |  |  |  |

### Attendances on and communications with others (please specify)

| Description/date etc | Profit Costs | Other Disbursements | VAT |
| --- | --- | --- | --- |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

### Work done on documents – include individual fee earner totals below and complete Part 5B below with breakdown of hours claimed

| Description/date etc | Profit Costs | Other Disbursements | VAT |
| --- | --- | --- | --- |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

### Other work done/disbursements

| Description/date etc | Profit Costs | Other Disbursements | VAT |
| --- | --- | --- | --- |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

## PART 4 - Work done prior to filing Form 5

For costs of assessment and other work after the filing of Form 5 complete Part 5A below

### Attendances on and communications with the court/counsel/client/opponent and others

| Description/date etc | Profit Costs | Other Disbursements | VAT |
| --- | --- | --- | --- |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

### Work done drawing the bill

| Description/date etc | Profit Costs | Other Disbursements | VAT |
| --- | --- | --- | --- |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

### Other work done/disbursements

| Description/date etc | Profit Costs | Other Disbursements | VAT |
| --- | --- | --- | --- |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

## PART 5A - costs of assessment schedule (for work done after the filing of the bill of costs)

### Attendances on and communications with court/client/counsel/opponent/others

| Description/date etc | Profit Costs | Other Disbursements | VAT |
| --- | --- | --- | --- |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| 1. Number of routine communications: |  |  |  |

### Counsel’s fees

| Description/date etc | Counsel’s fees | Other Disbursements | VAT |
| --- | --- | --- | --- |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

### Attendance at detailed assessment

| Description/date etc | Profit Costs | Other Disbursements | VAT |
| --- | --- | --- | --- |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

### Work done on documents

| Description/date etc | Profit Costs | Other Disbursements | VAT |
| --- | --- | --- | --- |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

## PART 5B Documents schedule

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Fee earner | Date | Work done | Hours claimed | Amount claimed |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| **TOTALS** |  |  | **Hours claimed** | **Amount claimed** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**INDIVIDUAL FEE EARNER TOTALS MUST ALSO BE SET OUT IN THE BILL OF COSTS**

## PART 6A - Total costs claimed including costs of assessment

|  |  |  |  |
| --- | --- | --- | --- |
| Profit costs |  |  |  |
| VAT on profit costs |  |  |  |
| Counsel’s fees |  |  |  |
| VAT on profit costs |  |  |  |
| Other disbursements |  |  |  |
| VAT on other disbursements |  |  |  |
| Total |  |  |  |

## PART 6B - Total costs allowed and amount to be certified. Include filing and assessment fees in the correct sections.

|  |  |  |  |
| --- | --- | --- | --- |
| Profit costs |  |  |  |
| VAT on profit costs |  |  |  |
| Counsel’s fees |  |  |  |
| VAT on counsel’s fee |  |  |  |
| Other disbursements |  |  |  |
| VAT on other disbursements |  |  |  |
| Filing fee |  |  |  |
| Assessment fee |  |  |  |
| Total to be certified |  |  |  |

This Part should first be completed and signed by the receiving party and then (if appropriate) by the paying party. The receiving party should then return the bill to the Court along with the assessment fee

Signed for receiving party

Signed for paying party

## PART 7 – Certificates to be completed where appropriate

### Service

**I certify that this document was served on**

**Name**

**By**

**Method of ServiceDate of service**

**Alternatively attach a certificate of service as a continuation sheet**

**I believe that the facts stated in this certificate are true**

**Yes  No**

### Certificate as to interest of legally aided party pursuant to regulation 119 of the civil legal aid (general) regulations 1989

**The legally aided party has no financial interest in the detailed assessment**

**Yes  No**

**OR**

**A copy of this bill has been sent to the legally aided party in accordance with Regulation 119 of the Civil Legal Aid General Regulations 1989 with an explanation of his/her interest in the detailed assessment and the steps which can be taken to safeguard that interest in the assessment**

**Yes  No**

**He/she has requested that the costs officer be informed of his/her interest and has requested that notice of the detailed assessment hearing be sent to him/her**

**Yes  No**

### Certificates as to accuracy, interest, payments and VAT

#### Accuracy

**This bill is both accurate and complete (where the receiving party was legally aided)**

**Yes  No**

**All the work claimed as payable by a legal aid provider was done under a certificate issued by the legal aid provider granted to [legally aided party]**

**Yes  No**

***(where costs are claimed for work done by an employed solicitor)* The work claimed at items [ ] was conducted by a solicitor who is an employee of the receiving party**

**Yes  No**

***(other cases where costs are claimed for work done by a solicitor)* The costs claimed in this bill do not exceed the costs which the receiving party is required to pay me/my firm.**

**Yes  No**

#### Interest and Payments

**No rulings have been made in this case which affects the receiving party’s entitlement to interest on costs**

**Yes  No**

**OR**

**The only rulings made in this case as to interest are as follows (give brief details as to the date of such ruling**)

**AND**

**No payments have been made by the paying party on account of costs included in this bill of costs**

**Yes  No**

**OR**

**The following payments have been made on account of costs included in this bill of costs (give brief details of such payments)**

#### Disbursements

**All disbursements listed in this bill which individually do not exceed £500 (other than those relating to Counsel’s fees) have been duly discharged.**

**Yes  No**

#### VAT

**With reference to the pending assessment of the appellant’s/respondent’s costs and disbursements which are payable by the appellant/respondent;**

**The appellant/respondent, on the basis of its last completed VAT return, would be entitled to recover only X percent of the Value Added Tax on such costs and disbursements as input tax pursuant to Section 14 of the Value Added Tax Act 1983.**

**Yes  No**

**I certify that above statements are true.**

**Yes  No**

**Name**

**Grade**

**Company name**

**Date**

**SIGNATURE:**

**Please return your completed form to:** [**costs@supremecourt.uk**](mailto:costs@supremecourt.uk)

How to pay: Please telephone 020 9760 1512/1991 (or email [**costs@supremecourt.uk**](mailto:costs@supremecourt.uk) for a callback) to pay by credit or debit card.

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